

**HOW TO ARRANGE FOR A SPEAKER FROM THE
FAIRFIELD HILLS AUTHORITY**

**Please forward the following information to the Office of the First Selectman at:
Mail – 45 Main Street, Newtown, CT 06470
Fax – (203) 270-4205**

At least three (3) weeks prior to the desired meeting time and every effort will be made to provide a member of the authority to address your group.

Your Name_____ **Phone Number**_____

Email Address_____

Name of Organization, if applicable_____

Date of Event_____ **Time**_____

Location_____

Can the meeting room accommodate a power point presentation?
Yes No

Anticipated Number of People_____

Specific topics you wish the speaker to address:
